SOCIETIES
Quick Guide

SOCIETY ORGANISATION

Society Aims & Expectations

A society is a place for likeminded people to gather and discuss their unifying interest, whilst also being a place to engage and expand the groups of people you interact with as a student.

Importantly, societies are interest groups. They are not extensions of the academic schools or religious groups; all societies must adhere to our ethos and regulations. Any academic based societies cannot run on a foundation of revision sessions; there should be a mix of educational and social events.

Minimum Requirements

Requirement to be considered an active society. If a society fails to perform any of the below, they will be considered dormant (more detail below) and cannot receive financial support from the Students' Union.

- Host a minimum of 1 event per term and a total of 8 events per society year (August to August)
- Perform an Annual General Meeting (AGM)
- Maintain an active committee with a minimum of 3 executive roles
- President, Secretary and Social Secretary

Executives

President - the leader of the society and is expected to report to the Students' Union on the progress of the society, its larger projects as well as any events. Alongside this they control the direction of the society and the allocation of extra responsibilities to their executives.

Social Secretary - social media and events management

Secretary – society administrator; take minutes, track deadlines, manage budget

You may wish to add other roles such as Treasurer, Events Coordinator but the roles of President, Secretary and Social Secretary are essential and mandatory for the society to function. Any additional roles must be approved by the Students Union.

Number of Members	**Maximum number of Executives**
Below 20	5
Between 20 and 60	6
Between 60 and 80	8
Greater than 80	10

Stepping Down

There is a simple process to follow when an executive steps down. The individual stepping down informs the Students' Union of their decision and provides a reason as to why they are stepping down. If the role is one of the essential 3 then that role can either be given to another executive as long as there are 3 or more executives still active in the society. In the cases where a replacement is needed an election must be held and the Students Union can guide you through that process.

Dormancy

Dormancy is a result of:

- Failing to uphold the standards of a society (as above)
- Failing to maintain communication with the SU
- Failing to perform an AGM before the deadline
- No students wish to continue the society

Outcome

- no longer use its name for events/partnerships/etc,
- ask for grant money,
- book space on campus, and/or
- access the funds it had accumulated.
- Membership is typically not refunded when a society goes dormant unless there were special circumstances. To qualify for special circumstances a case must be made by the members or executives.
- Must close all social media accounts and share passwords with SU, should the society be reactivated by another group of students

Dormancy can be reversed at any time within 6 months under a new committee, subject to special circumstances. We will then alert the new committee and ask if they would wish to take on the old accounts. This refers to their social media, cloud data, and other accounts. It is not mandatory for a society to take over the previous records of the society but it is recommended.

Annual General Meeting

All societies must hold an Annual General Meeting (AGM) to be considered active. AGMs take place during August.

Requirements;

- Only members can vote
- Only members can run for a position
- A member of SU staff must be there to officiate the actual AGM
- Present a review of the year
- Opportunity for members to share any thoughts on the coming year
- Elect new executives

After the vote is held, the Students Union is then alerted to the results of the AGM in detail.

SOCIETY EVENTS

As a guideline, the SU requires between 2 – 4 week notice prior to an event, depending on its scale. If a society wishes to organise a large scale, University wide event, then more than 4 weeks notice is expected. Its better to be safe than sorry so keeping your Students Union always in the loop, will ensure efficient event management and avoid any disappointments.

Location

- OTM or Refectory; Complete the OTM Booking form, access in the Help Hub
- Chandos Road Building rooms, complete the booking form, access in the Help Hub
- Other Buckingham campus rooms please email the Students' Union

Risk Asessments

- Can be created by the SU using one of our templates, however, you must communicate with the Students' Union to ensure this is done prior to an event taking place.
- DJs – all equipment must be PAT tested and they must provide evidence of their personal liability insurance.
- Catering – again any equipment used on site must be PAT tested, they must provide evidence of personal liability insurance, and their Food Hygiene certificate.

External Speakers

- PRIOR to inviting any externals on campus to talk/teach, an external speakers form (accessible via the Help Hub) must be filled in and returned to the Students' Union
- This is a legal requirement in line with PREVENT and the Higher Education (Freedom of Speech) Act 2023.
- If an individual invites an external on campus, then send the request to the SU after this invitation, should the SU deny that request and require the invitation be revoke, this individual will be personally liable for any damages to the external speaker (s8 HE (Freedom of Speech) Act 2023).

Advertising & Promotion

- What's On – ensure that all events are uploaded to the SU website's What's On page. This will ensure the event is highlighted in the Students Announce emails as well as shared on social media and The Student Gateway
- Students' Union Social media – send us a message on Instagram or Facebook and we will share your event/page.
- Physical poster – can be placed on any pin boards on campus

SU WEBSITE

Society Tools

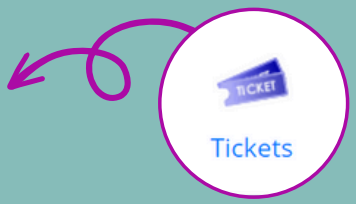
1. Once logged in, click the pencil icon on the top right
2. Then select "Your Society admin tools"
3. There are many admin tools, most of which you won't need to use; the four primary tools are members, edit details, events and tickets.

Use this to see how many members you have, and who they are. Keep track of your members and make sure to send out welcome emails to new members.

This allows you to edit your main Society page on the website. Use images and as much detail as possible to attract new members.

Make sure to add all your events using this function, they will then appear on our Whats On page. You can also set recurring events.

If your event requires tickets, first create the event then you can add tickets using this function. Different tickets for members, students and guests can be created if you wish to discount an event for your members.



SOCIETY FINANCES

Accessing your society funds

Your funds are held by the Students' Union in our bank account. You will be provided with monthly updates on your balances and you can access/pay for items on behalf of your society in the following ways:

- Pay for the item yourself and then claim back using the reimbursement form from the Help Hub section of the website.
- For larger purchases we recommend invoices where possible - if this in not an option you can request a purchase on behalf of your society by completing the form in the Help Hub section of the website.

Applying for a grant

Each term you can apply for a grant to help run your society event / activities. This can be a maximum of £500 and is not guaranteed. In order to receive a grant you must ensure of the following:

- Complete the grant request form from the SU website.
- Be as detailed as possible as without accurate costings and information of what the grant will be used for it will not be accepted.
- Check your society balance first - if you have the money already then the grant will not be approved.